

Funding Opportunity: Ukraine: USG Exchange Alumni Small Grants Program

Funding Amount: **\$150,000 Total Funding**
To be awarded in grants valued from \$4,000 to \$24,000

Opening Date: December 23, 2016

Closing Date: January 31, 2017 at 11:59 p.m. GMT+2

Program: USG Alumni Exchange Alumni Small Grants Program

Public Affairs Section of the U.S. Embassy

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SUMMARY: The U.S. Embassy in Kyiv announces the 2017 Alumni Small Grants Program. Subject to availability of funds, the Embassy will award small grants as described below to alumni of U.S. Government-funded exchanges and training programs. The program seeks to encourage alumni networking, professional development, and civic involvement by supporting alumni-initiated projects that support civil society involvement in Ukraine's reform efforts, encourage tolerance and integration of marginalized or displaced populations, and celebrate the strong links between the people of the United States and the people of Ukraine. Specific thematic priorities and program requirements are described in detail below. Applications will be accepted until **January 31, 2017**.

GOALS: Ukraine is continuing its ambitious effort to reform its institutions to bring transparency to governance, reduce corruption, enhance democracy, and grow its economy while pursuing greater integration with Western institutions. Alumni of U.S. government-sponsored professional and academic exchanges have made significant contributions to this effort by sharing skills and best practices acquired during their U.S. exchange experience with colleagues and communities across Ukraine. With funding support from the Alumni Small Grants Program, the U.S. government seeks to support alumni initiatives.

ELIGIBILITY REQUIREMENTS:

Individual Ukrainian citizens and Ukrainian registered non-profit, non-governmental organizations are eligible to apply if they meet the following criteria:

Individuals: Any Ukrainian citizen, with permanent residency in Ukraine, who is an alumnus or alumna of one or more of the following U.S. Government-funded exchange and training programs is eligible to apply.

- Programs funded by the State Department's Bureau of Educational and Cultural Affairs, including the Future Leaders Exchange (FLEX), Global UGRAD, Edmund S. Muskie Graduate Exchange Program, Fulbright Exchanges, Teacher Exchanges, International Visitor Leadership Exchange Program, and the Professional Fellows Program

- Participants of other State Department-funded programs, such as press tours and tech camps, and past members of the Ambassador's Youth Council.
- Exchange and training programs funded by the U.S. Agency for International Development, the U.S. Department of Agriculture (such as the Faculty Exchange Program), and the Department of Commerce, including SABIT training.
- The Open World Leadership Program, funded by the U.S. Library of Congress.

Organizations: A registered Ukrainian nongovernmental, nonprofit organization is eligible if:

- 1) An individual U.S. government exchange program alumnus or alumna is a member, and
- 2) That exchange program participant will have a significant role in the planning and implementation of the project to be supported with Alumni Small Grant Program funds.
- 3) Groups with a clear connection to U.S. government alumni networking, such as alumni associations, are also eligible.

Individuals and Organizations Not Eligible to Apply:

U.S. and third-country organizations or individuals are not eligible.

Ukrainian citizens who are U.S. exchange alumni but who are not permanent residents of Ukraine are not eligible.

ELIGIBLE PROJECT THEMES

Alumni may apply for grants for the following purposes:

- To conduct projects that support or improve the sense of national unity and tolerance for Ukrainians of all backgrounds.
- To conduct projects that encourage connections with populations in and near the conflict zone in Eastern Ukraine;
- To conduct projects that encourage dialogue with and support for internally displaced populations and their new communities;
- To conduct projects that support democratic and economic reform initiatives in Ukraine, and that encourage public participation, discussion and community problem solving;
- To conduct projects that support English learning and teaching;
- To initiate a public or community service program;
- To support alumni association events or alumni networking opportunities;
- To support alumni activities that strengthen links with Ukraine's Window on America network;
- To organize training programs or conferences for professional colleagues and/or other alumni;

Proposals may not include funding requests for the following:

- Office rent and utilities;
- Ongoing operating costs and capital improvements;
- Purchase of furniture and office decorations;
- Purchase of vehicles;
- Establishing an alumni center or association unless part of a broader project;

- Activities that convey the appearance of partisanship or support for electoral campaigns;
- Social welfare projects;
- Academic or analytical research (if not part of a larger project);
- Scholarships;
- Travel, lodging, or per diem for international participants or speakers at events;
- Medical and psychological research;
- Clinical studies;
- Provision of health care services;
- Projects of a commercial nature;
- Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours).

FUNDING LEVELS AND ALLOWABLE EXPENSES

Subject to availability of funds, individuals may apply for grants up to \$4,000. Organizations may apply for up to \$24,000. Allowable costs are those **directly related to the project activities**. The program encourages organizations to provide in-kind contributions and/or coordinate funding with other donors.

Grant funds may not be used for the purchase of alcoholic beverages.

Costs incurred before the official grant period begins will not be reimbursed.

APPLICATION AND SUBMISSION INFORMATION:

Period of Performance: This program supports projects up to 12 months in duration. Proposed projects should have a proposed start date no earlier than February 1, 2017, and no later than September 1, 2017.

Application Submission Process: Application materials must be submitted by email to KyivAlumniGrants@state.gov. The subject line of submission emails should follow this format: Alumni Small Grants Application: Project Title, Name of Individual or Organization. For assistance with the requirements of this solicitation, please email KyivAlumniGrants@state.gov.

Application Deadline: All applications must be submitted by email on or before January 31, 2017, at 11:59 p.m. GMT+2. Applications submitted after that time will be ineligible for consideration. There will be no exceptions to this application deadline.

Application Content and Format: Applicants must follow the instructions and conditions contained herein and supply all information required.

Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.

Applicants must set forth full, accurate, and complete information. Providing false or misleading information in an application will result in disqualification from this and future Alumni Small Grants competitions.

APPLICATION INSTRUCTIONS

Applications may be found at <http://ukraine.usembassy.gov/alumni.html>. Applications should be submitted in either **Ukrainian OR English** to KyivAlumniGrants@state.gov (please do not use Google translate or other programs to fill out your application).

Section 1: Provide information about the individual or organization applying, including prior grants received, personal experience, and/or organizational capacity.

Section 2: Provide the name of the U.S. government funded exchange program in which the applicant participated, and the program year.

Section 3: Provide information on individual or organizational project partners, if any.

Section 4: Summarize the project and its intended impact.

Section 5: Provide project dates. If the project is linked to a specific event or date, please note it here. If the project can be implemented earlier or later than indicated, please note it here.

Section 6: Describe the project in detail, linking project activities to intended results. Explain why the project is important, and how and why the particular audience and project location was selected. Include a description of how project managers will measure results. Include a detailed timeline that explains how the project will be implemented, when, and by whom.

Section 7: Provide a detailed budget, using the template provided. The purchase of alcoholic beverages is not permitted under any circumstances. Expenses incurred before the project begins will not be reimbursed.

REQUIRED ATTACHMENTS

In addition to the completed application form, proposals should include the following documents:

- 1) List of all previous grants, whether supported by the U.S. government or another donor including the date, amount, donor and project theme.
- 2) Resumes of key personnel/participants.

ADDITIONAL REQUIREMENTS FOR ORGANIZATIONS:

All organizations applying to receive Federal assistance must have a Dun & Bradstreet Number (DUNS), a CCR (NCAGE) number, and an active account with the System for Award Management (SAM.gov) **before an award can be made.**

Dun &Bradstreet DUNS - A DUNS number may be acquired at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or requesting on-line at www.dnb.com.

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. All organizations applying for U.S. government grant funds must have a DUNS number. To obtain a DUNS number, please follow the steps below:

1. Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
2. Select the country where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary Standard Industrial Code (SIC), and annual revenue. Typically, organizations can complete this process in one day and have a DUNS number emailed to them. For technical difficulties in obtaining this number, please contact D&B at: govt@dnb.com.

System for Award Management (SAM) - SAM is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at:

<https://www.statebuy.state.gov/fa/Pages/SAMInfo.aspx>

Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov. Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, Applicants must renew it at least once each year. If an account expires, the

Organization cannot submit a grant application until it is renewed.

To create a new account, please follow the steps below:

1. Go to <http://www.sam.gov>.
2. Select Create User Account, and then select Create an Account on the left-hand side of the screen under Individual Account Details. Organizations must have DUNS number and a CAGE number (US Domestic Organizations) or a NCAGE number (Foreign Organizations), to create an account.
3. Complete and submit the online form. If the applying organization already has the necessary information on hand (see the [SAM User Guide](#)), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it can take anywhere from three to fourteen days to complete the process of creating an account with the system. For help with SAM.gov, please visit their support page at: <https://www.fsd.gov> or contact them at: (+1) 334-206-7828.

Authority: Overall grant making authority for this program is contained in the Foreign Assistance Act of 1961, Public Law 87-195, as amended. The purpose of the Act is “to enable the Government of the United States to promote the foreign policy, security, and general welfare of the United States by assisting peoples of the world in their efforts toward economic development and internal and external security, and for other purposes.” The funding authority for the program above is provided through legislation.

ANTICIPATED TIMELINE

January 2017: Application Deadline

February 2017: Application Review

March 2017: Notification of successful applicants begins.

March-September 2017: Depending on project scheduling, PAS will work with successful applicants to finalize project plans and budgets, to implement projects, and submit required project reports, including monitoring and evaluation data.

SELECTION CRITERIA:

Requests for funding provided by the U.S. Embassy should not exceed \$4,000 for individuals and \$24,000 for organizations.

The Embassy Public Diplomacy Grants Committee will use the following criteria to evaluate proposals received in response to this funding opportunity:

Program Goals and Objectives/Activities Plan (50%): A clear overview of the program, as well as goals and objectives, should be indicated in the proposal. The Embassy Public Diplomacy Grants Committee will closely consider whether the overall objectives lead to the goals of the program. Applicants should describe what they propose to do and how they will do it. The proposed activities must directly relate to meeting the goals and objectives, and applicants should include information on how they will measure activities' effectiveness. Proposals should have a clear **monitoring and evaluation plan** to ensure proper implementation of the program. The Grants Committee will evaluate the activities planned in terms of their relevance to the current situation and the program goals and objectives, the feasibility of the proposed activities, and their timeline for completion.

Individual or Organizational Capacity (25%): Applications must include a clear description of the project management structure and previous experience with similar programs. Besides information about the organization and/or individual, this section must also identify the proposed management structure and staffing plan for the proposed program. Applicants must demonstrate the ability and commitment to complete the program.

Budget (25%): Costs should be reasonable and realistic in relation to the program activities. Applicants are encouraged to provide as much detail as possible so that the committee may determine the extent to which the request represents an efficient use of USG resources. The budget should be consistent with the narrative description of the program and should reflect the applicant's understanding of the allowable cost principles established by Title 2 CFR 200.306 (part 230) on cost principles for non-profit organizations.

Cost Sharing: Cost sharing is strongly encouraged; however, it is not a requirement of an application in response to this funding announcement.

DISCLAIMER

Applicants can expect to be notified of the status of their application within sixty days of the submission deadline. Issuance of this funding opportunity does not constitute an award commitment on the part of the United States Government. It does not commit the USG to pay for costs incurred in the preparation and submission of proposals. The USG reserves the right to reject any or all proposals received. If a proposal is selected for funding, the U.S. Embassy in Kyiv has no obligation to provide any additional future funding in connection with the award. The USG reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

CONTACT INFORMATION

Should additional information be required, please contact the U.S. Embassy in Kyiv, Ukraine at KyivAlumniGrants@state.gov.